



Building Use Policies

Updated April 25, 2018

A Statement of Purpose for the Use of CRCUMC Facilities:

The facilities of the City Road Chapel United Methodist Church are a gift of God made possible through the gifts and work of our forebears. As stewards of this gift, we work to ensure that these facilities are a blessing to the world as well as maintained for the use of all God's children. We strive to create a hospitable environment while acknowledging that our first work is not that of maintaining facilities or renting our building. Our first work is to offer the love of God as best we can, and we pray that our facilities can be one way that God's love is known in Madison.

General Policies

- No smoking is allowed in the building, and only allowed in designated areas on the property.
- No alcoholic beverages, controlled substances, or weapons are allowed on the church property.
- No skateboards, roller blades, or any type of skates are allowed to be used on the premises.
- Children must be supervised at all times.
- All organizations agree to abide by the CRCUMC Safe Sanctuaries policy to ensure the safety of children.
- The church custodian **MUST** be used for all non-church sanctioned events in the building, unless a waiver is given by the pastor and/or the chairperson of the Board of Trustees.
- All non-church sanctioned events must have a church approved event coordinator unless a waiver is given by the pastor and/or the chairperson of the Board of Trustees.
- The security deposit **SHALL** be paid to the church prior to confirming the date of the event. A check shall be made payable to the City Road Chapel United Methodist Church.
- Heating and cooling adjustments shall be done by authorized personnel only.
- The City Road Chapel United Methodist Church and its members are not liable for any theft or loss during events.
- A security/damage deposit is required for ALL non-church sanctioned events.
- The hours of operation will be limited to those hours when building supervision is available. All facilities are unavailable for other uses during our Sunday School and Worship Service hours.
- "For-Profit" entities are not eligible to use the CRCUMC facilities except in special cases in which their work extends the ministry of the church. Requests for "For-Profit" uses of the building must be approved in advance by the Sr. Pastor and the chairperson of the Board of Trustees.
- No group or organization whose mission and goals are at odds with the mission of the church or at odds with *The United Methodist Book of Discipline* shall be allowed use of the building.

The Sanctuary

- No food or drink is allowed in the sanctuary area without the approval of the pastor or the event supervisor.
- Sanctuary furnishings (pulpit, altar table, choir chairs, and baptismal font) may not be moved without the approval of the pastor or the event supervisor.
- The carpet must be protected under all candelabras brought in to the sanctuary.
- No staples, nails, or permanent attaching devices may be used to decorate the sanctuary.

The Fellowship Center and Kitchen

- All groups and organizations using these facilities are responsible for their own setup and take down of tables and chairs. The Fellowship Center shall be reset to the original configuration, and extra tables and chairs shall be returned to the racks from which they were obtained.
- Tables and chairs should be wiped clean after use.
- No furnishings or equipment may be moved without the consent of the pastor or the event coordinator.

- All food and food containers shall be removed from the church at the completion of the event.
- All counters and sinks should be cleaned.
- Trash bags should be placed in the rolling bin and rolled to the dumpster via the elevator, not dragged down the stairs.
- All dishes should be washed and put away.
- All appliances should be cleaned and checked to ensure that they have been turned off.
- Walking Track:
 - Absolutely nothing may be thrown from the walking track to the Fellowship Center floor.
 - Slower walkers/joggers should stay to the inside of the track.
 - No gym equipment, including balls of any type, are allowed on the track.
 - Do not lean over or sit on the safety rail.
 - Children under the age of 12 are not allowed on the track without an adult supervisor.

Building Entrances and Exits

- Rice and/or birdseed are not allowed for wedding exits. Bubbles are acceptable outside of the church doors.

Custodial Services

- A church approved custodian **MUST** be used for all events in the church, and persons using the building will be responsible for the custodial fees. Requests to waive the fees must be approved in writing by the pastor and/or the chairperson of the Board of Trustees. The fee, if waived, will be paid by the church.
- The custodian will be responsible for the following services:
 - Cleaning and vacuuming the sanctuary following weddings and services.
 - Sweeping and mopping the lobbies as needed.
 - Cleaning and vacuuming the Fellowship Center and mopping the Kitchen floors as needed.
 - Emptying all trash cans and placing the trash in the dumpster.
 - Cleaning the bathrooms and ensuring that they are properly stocked.
- The custodian **WILL NOT** be responsible for the following:
 - Operation of any sound or video equipment.
 - Setup and tear down of tables and chairs.

Financial Responsibilities and Fees

All fees are due prior to confirming the event on the church schedule.

For the purposes of this policy, "members" include all persons who regularly attend worship at the City Road Chapel Methodist Church, and children and grandchildren of congregational members.

While the use of facilities is "free" for members, all should remember that there are expenses involved in maintaining our facilities. Thus, donations to help offset these expenses would be greatly appreciated.

Security Deposits

Will be refunded after the event should all be in order. The security deposit is required before confirmation can be given for the event. The deposit is mandatory unless waived by the Sr. Pastor and/or Chair of the Trustees.

- Members\$ 50.00
- Non-Members\$ 300.00

Building Use Fees – Members

- Sanctuary50.00
- All other spaces are free for use by church members

Building Use Fees – Non-Members

- Sanctuary\$ 500.00
- Fellowship Hall\$ 250.00
- Welcome Center\$ 100.00
- Other Spaces\$ 100.00

Personnel

- Custodian
 - Sanctuary\$ 150.00
 - Fellowship Hall\$ 150.00
- Event Coordinator
 - Wedding only\$ 25.00 per hour
 - Reception included\$ 25.00 per hour
- Musicians
 - Organist\$ 300.00
 - Pianist\$ 300.00
- Sound Technician\$25 per hour
- Pastors The pastors do not charge for their services.
An honorarium may be offered for their services at your discretion.